

RESTRICTED

SAMPLE

Approved For Release 2001/08/29 : CIA-RDP57-00384R000400120086-6

Chief, Inspection and Security Staff

10 October 1949

Assistant General Counsel

Form for Memoranda Written on Standard Form No. 64

1. This memorandum form may be used for the following types of correspondence:

a. Correspondence addressed to officials within CIA, either in Washington or between Washington and the Field.

b. Informal or routine correspondence addressed to government departments or agencies.

2. All paragraphs should be numbered. When subparagraphs are necessary, the indentations illustrated below should be followed:

a. The symbol should be placed to align with the first word of the text of the main paragraph, and the next line is brought out flush with the symbol of the main paragraph.

(1) Any further indentation follows the same principle. Note the sequence of symbols: 1, a, (1), (a), 1, a, etc.

3. Typed signature, ALL CAPS, should be placed four to six spaces below the last line slightly to the right of the center of the page.

4. When the title is shown in the heading, it should not be repeated after the name in the signature.

5. Enclosures and distribution should be shown on the original and all copies.

6. Identification initials should be shown only on the carbon copies.

7. No copies are to be made for Central Records unless the memorandum contains a matter of considerable importance from a policy or historical viewpoint.

25X1A

Encl:

Ltr. of 6 July 1949

AM:JS/xyz (on carbon copies only)

cc: Chief, Communications Office

Approved For Release 2001/08/29 : CIA-RDP57-00384R000100120086-6

RESTRICTED